



Town of Stoneham Employment Opportunity

Departments: Planning Board, Board of Appeals & Conservation
Position: Office Assistant
Hourly Rate: \$17. 3279 per hour
Grade: 32 – THEA bargaining unit
Hours per week: Up to 14 hours per week beginning in July, 2016
Status: Part Time

Principal Responsibilities

Performs routine to complex administrative duties related to the Permitting process of the Planning Board, Board of Appeals, and Conservation. Provide responsible, professional and administrative support in in areas such as budget, purchasing, phone administration, file and records management, and permit application processing. Assist in compiling materials and in the preparation of reports, manuals, applications and packets for distribution to various boards and department heads. Must be able to multi task and distinguish between matters of importance and meeting deadlines. Performs duties that require independent judgment and discretion. Communicates effectively with other town personnel, applicants, abutters, attorneys, developers, engineers and Board members. **Must be proficient in Word and Excel.** Excellent communication and customer service skills are required.

Administrative

- Process accounts receivables for permit applications in MUNIS
- Process applications and maintain project files for Planning, Zoning, and Conservation and ensure completeness of all petitions.
- Process daily mail
- Order office supplies
- Prepare agendas and schedule meeting rooms
- Scan documents and prepare packages for Department heads

Communication

- Register Board members for seminars and classes
- Review newspapers for legal notices, and relative articles relating to town business and projects
- Survey fees and application forms in surrounding towns
- Maintain excellent working relations with DEP

Customer Service

- Assist customers by resolving questions regarding zoning, application process, permitting, complaints, and miscellaneous.
- Answer phones and help customers by directing people to the correct department.
- Provide backup support to the Building Department during lunch periods and absences

Board Support

- Preparation and distribution of Planning, Zoning, and Conservation meeting packets, inter departmental correspondence and site visit materials.
- Prepare necessary legal notices
- Prepare and post agendas
- Prepare decisions and variances and process to appropriate personnel and departments.
- Prepare various Conservation documents as required, i.e. Order of Conditions, Extensions, Determinations of Applicability
- Maintain appropriate records and documentation to satisfy state record retention guidelines
- Assist with board meetings and minutes

Education and Experience

- High School diploma; four years of experience in a general clerical position
- Municipal experience preferred, but not necessary
- Proficient in Word and Excel

Physical Demands

The employee operates standard office equipment. Minimum physical effort is required to perform most duties. The employee is required to stand, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

To apply for this position, please complete the attached employment application and forward with a cover letter and your resume to:

**Ginny Ray, Human Resources Director
Town of Stoneham
35 Central St.
Stoneham, MA 02180**

This job will remain open until filled.

The Town of Stoneham is an ADA/Equal Employment Opportunity/Affirmative Action Employer.